

IDAHO DIABETES PROGRAM LIAISON

Responsible to: Chair

Job Description:

- Non-voting member of the DAI
- Serve as liaison between the Idaho Diabetes Program and the Executive Committee
- Facilitate nominations and annual election of the Executive Committee
- Act as government agency intermediary
- Share DAI activities/directions/opportunities with other government programs and agencies
- Assist with linking DAI Work Groups to other related groups/entities
- Prepare initial budget, and work with Treasurer for transitioning of budget duties
- Oversee development and updating of DAI website – eventually transition to DAI independent of IDHW
- Maintain current roster/email list

Time Commitment:

- Approximately 2 hours per month
- Attend Executive Committee meetings
- One-year availability

Qualifications:

- Ascribe to DAI mission, goals, and bylaws
- Possess strong leadership and organizational skills

Proficient in Microsoft Office and general computer skills